

Cragin Memorial Library Board of Trustees

Meeting of September 10, 2008

Present: Mary Ellen Mahoney, Chair; Celia Conrad, Treasurer; Julianna Cameron, Dr. A. Victor Horvitz; Linda Riley Hodge, First Selectman; Rev. Linda Barnes; Ronald Goldstein; Alyssa Soby, Secretary; Antoinette Charest, Assistant Director; Susan Rooney, Children's Librarian

Absent: Edwin Cragin; Jeffry Mathieu; Siobhan Grogan, Library Director

I. Call to Order

Mary Ellen Mahoney called the meeting to order at 9:01 am.

II. Approval of the June 11, 2008 Minutes

Motion to approve the June 11, 2008 Minutes made by Ronald Goldstein, seconded by Celia Conrad, and approved. Linda Riley Hodge abstained.

III. Treasurer's Report

Celia Conrad reported that Fiserv, Inc. has sold its investment support services operations to TD Ameritrade, a discount brokerage firm. Effective August 18, 2008, TD Ameritrade will handle the Board's account, with no anticipated changes. Harrison, Tarlov & Associates will continue to provide the Board with investment advice.

Trust: The Trust balance at the end of July 2008 was \$207,573.67, with \$792.28 paid in fees. As of August 18, 2008 the Trust balance was \$205,739.97. Year-to-date interest on the account is \$5,428.95.

Checking: The checking account holds \$689.45, of which \$500 is being held in reserve for a specific purchase. Celia Conrad plans to request \$2000 from the Trust to cover two bills: Gerhardt Insurance Co., \$1081, and Coletta, \$850.

Book Funds: Celia Conrad reported the book fund balances: Fuchs – American Century, \$11,146.56; Sylvia Liverant – ING, \$10,822.09; Israel Liverant – Banknorth, \$4,464.50; Lynn Norton – Banknorth, \$403.90 (2007 balance; Celia Conrad will get 2008 reports from the bank).

Motion to approve the Treasurer's Report made by Linda Riley Hodge, seconded by Victor Horvitz, and approved unanimously.

IV. Director's Report

Antoinette Charest and Susan Rooney provided the Director's Report.

Circulation and Programs: Summer reading programs were very busy, with high circulation volumes and substantially more participants this year. The increases are attributed in part to good cooperation with the schools on summer reading books. Additionally, over 200 patrons checked out museum passes, and the Library saw increased program attendance.

New Server: The Town has approved the purchase of a replacement to the six-year-old circulation system server. The circulation system itself will no longer be supported by the vendor in two to three years, at which point an evaluation of options will be required.

Facilities: The electricity bill has been very high – double the bill from when the addition first opened.

Fines and Fees: The Board discussed the pilot “pay what you can” program. Susan Rooney reported that the Library budgeted an income of \$15,000 from fines and fees in 2006-2007, but received only \$12,000. In 2007-2008 with the pilot program, the Library budgeted \$15,000 and received \$18,000. In the current year, the Library is again ahead of budget. The Board agreed to continue the pilot, without changing the published policy.

Change to Service Hours: Siobhan Grogan met with the Board of Selectmen last week regarding the proposed change to service hours. Since the proposal will affect meetings held between 8-9 pm at the Library, she will talk to those groups and research options available at other town facilities. Linda Riley Hodge is checking with the schools and will review the new facilities policy approved by the Board of Education last year. Siobhan Grogan will meet with the Board of Selectmen again on September 18, 2008.

Fall Programs: Along with additional story hours, the Library will offer programs in support of Hispanic Heritage Month, including a Peruvian cooking demonstration and a concert.

Friends: The Friends of the Library will host a book sale on October 3 (preview night), 4, and 5, 2008.

Inter-Library Loan Policy: The Board discussed the proposed ILL policy, including the eight-week length of the loan and collection of overdue fines, potential problems with patrons not returning ILL books, and implications of the state-wide ILL policy. The discussion was tabled for future review with Siobhan Grogan.

Motion to accept the Director’s Report was made by Julianna Cameron, seconded by Linda Riley Hodge, and approved unanimously.

V. Old Business

a. Payment of rent by the Town of Colchester

Linda Riley Hodge paid \$1 in rent to the Library on behalf of the Town of Colchester. These minutes will serve as a receipt from the Board of Trustees to the Town of Colchester.

b. D & O Insurance

Mary Ellen Mahoney reported that the Gerhardt liability insurance bill would stay the same for \$1M in coverage.

VI. New Business

a. Approval of the Board of Trustees Mission Statement

Motion to approve the Board of Trustees Mission Statement made by Ronald Goldstein, seconded by Linda Riley Hodge, and approved unanimously.

b. Participation in town caricature/graphic map

Mary Ellen Mahoney was approached by a vendor about the inclusion of the library in a placemat-style town caricature/graphic map, at a cost. Linda Riley Hodge advised the Board that this map was one of several tourism-related items under consideration by the Board of Selectmen. If the Town of Colchester decided to move forward, the Library would not have to pay to be included.

c. Proposal from Coletta & Coletta

The Board considered a proposal from Coletta & Coletta LLC to once again provide accounting services and tax preparation, at a cost of approximately \$750-850. Celia Conrad noted that the Town of Colchester requires the non-exempt tax form to be filed by November 1, 2008.

Motion to accept the proposal made by Ronald Goldstein, seconded by Celia Conrad, and unanimously approved.

d. Bank of America special exception

Mary Ellen Mahoney received notice of a request for special exception regarding a proposed construction project on the former H.I. Stebbin Carriage House property near the Library off Route 16. Colvest/Colchester LLC has acquired the property and plans to demolish the Stebbins house and the adjacent building, erect new construction, and lease the new building to the Bank of America. A special exception is required due to the aquifer and the location of the building within the Historic District overlay.

The Board discussed the Colvest project and the landscape architecture project under consideration by the Colchester Federated Church, along with traffic concerns along Route 16.

Celia Conrad noted that the drawings for the Colvest project can be viewed at the Town of Colchester Building Department. The Board discussed writing an open letter to the Zoning & Planning Commission, encouraging the use of the town architect and suggesting a project in keeping with the historical nature of the area, with respect for traffic concerns.

Linda Riley Hodge noted that as First Selectman she must abstain from this activity to avoid any conflict of interest.

Celia Conrad made a motion that Mary Ellen Mahoney, Julianna Cameron, and Celia Conrad draft a letter to be circulated to the Board, minus Linda Riley Hodge. Those Board members who agree to add their names to the letter will send it to the Zoning & Planning Commission, and Alyssa Soby will read the letter at the next public hearing on September 17, 2008. Linda Barnes seconded the motion, and it was approved. Linda Riley Hodge abstained.

VII. Adjournment

Mary Ellen Mahoney asked for a motion to adjourn the meeting. Linda Riley Hodge moved to adjourn. Julianna Cameron seconded the motion, and the meeting was adjourned at 10:20 am.

The next meeting of the Board of Trustees will take place on Wednesday, December 10, 2008 in the Cragin Memorial Library at 9:00 am.